

CORRECTION OFFICERS CERTIFICATION COMMISSION (COCC) MEETING

Date: September 28, 2005

Time: 10:00 A.M. to 3:00 P. M.

Location: DOC Training Academy, Rooms 3D

AGENDA TOPICS:	PERSON RESPONSIBLE:
<ul style="list-style-type: none">• Call meeting to order• Pledge of allegiance• Introduction of Commission• Introduction of staff• Introduction of attendees• Public comments• Housekeeping• Recap of last meeting• Update on JTA• Update on CO-I Retention Team• Review the Career Development Proposal	<p>Micki Knowles Attendees Commissioners Staff Attendees Chris Egbert Chris Egbert Chris Egbert Chris Egbert Chris Egbert Commissioners</p>

OUTCOME:

If this were a successful meeting it would result in ... (what?)

Review of the proposed DOC Career Development Program

KEY POINTS:

Micki Knowles opened the meeting at 10:00 a.m. Commissioners in attendance were Bob Davis, Walter Foster, Danny Patterson, Sam Shipman and David Topash. Royce Hudson with the DOC Training Academy was also in attendance. Planning Section staffs in attendance were Chris Egbert and Peggy Huddleston.

RECAP OF LAST MEETING

Chris Egbert reviewed the last meeting with the Commissioners. Montgomery County Sheriff Bob Davis was introduced as a new Commissioner. The Commission was also advised that Cole County Sheriff Greg White has been appointed to the Commission.

UPDATE ON JTA

Royce Hudson advised the Commission that the New Field Training Officer (FTO) program has been approved by the Executive Staff and will be implemented at the beginning of 2006. The F.T.O. program was a requirement of the DOC Job Task Analysis.

UPDATE ON CO-I RETENTION TEAM

The Commissioners reviewed the following recommendations that were developed from the CO I Retention Team:

21-0-17 – The CO I Retention Team recommends that the Department develop Career Ladders Program for the CO I classification.

21-0-20 – the CO I Retention Team recommends that the Department require an annual physical fitness test for all Corrections Officers pursuant to the Job Task Analysis.

The Commissioners also reviewed the physical fitness requirement.

EXHIBIT V-3 RECOMMENDED BASIC ABILITY TESTS

Arm Endurance. This test measures upper body muscular endurance and anaerobic power. This is the ability of the muscles of the upper body to exert force repeatedly or continuously over a specified time period. This test involves the participant pedaling a stationary arm ergometer with the arms for a specific time period. The participant attempts to complete as many revolutions as possible in the specified time period.

Arm Lift. This test measures static strength in the upper body. It evaluates the maximum force that one can exert for a brief period of time. The equipment used for this test consists of a lifting bar, a load cell, and a floor plate that are linked together by a chain. The examinee stands on the floor plate, holding the bar in a palms-up position with elbows fixed at a 90 degree angle. The examinee is instructed to exert a steady maximal force in an upward position.

Leg Endurance. This test measures lower body muscular endurance and anaerobic power. This is the ability to exert all-out physical effort when performing an activity for brief periods of time. The test requires pedaling a bicycle ergometer for a specified time period. The participant attempts to complete as many pedal revolutions as possible in the specified time period.

Leg Lift. This test measures static strength in the lower body. It evaluates the maximum force that one can exert for a brief period of time. The equipment used for this test consists of a lifting bar, a load cell, and a floor plate that are linked together by a chain. The examinee stands on the floor plate with knees flexed and back straight while holding the bar just below knee level. The examinee is instructed to exert a steady maximal force with the legs in an upward position.

Trunk Pull. This test measures static strength and trunk strength in the back. It evaluates the maximum force that one can exert for a brief period of time. The equipment used for this test consists of a lifting bar, a load cell, and a floor plate that are linked together by a chain. The examinee sits on the floor with legs straight. The bar is held in a palms-down position at knee level with the hands shoulder width apart. The examinee is instructed to exert a steady maximal force by pulling backwards.

Handgrip. This test is used to measure upper body static strength. The examinee exerts maximal effort and squeezes a handgrip dynamometer with the dominant and non-dominant hands.

Sit-Ups. This test measures abdominal strength, muscular endurance, and anaerobic power. Abdominal strength has been shown to be related to reduction in back injuries. The Sit-Ups test requires the examinee to perform as many bent knee sit-ups as possible in a specified time period.

Sit and Reach. This test is used to measure flexibility in the hamstrings and lower back and range of motion across several joints. The examinee removes his/her shoes and sits on the floor with knees fully extended and the feet placed flat against a board. The hands are placed on top of the testing board and the examinee is instructed to reach as far as possible without bending the knees.

Stabilometer. This test is used to measure equilibrium. The examinee stands on a balance platform that moves laterally across a center point. During the test the examinee attempts to keep the platform level and prevent either side from touching the ground. Multiple timed trials are given and the score is the amount of time the examinee kept the platform level.

The Commission will be provided a copy of the current certification policy and procedure for all of the commission members. This policy addresses what it takes to get the initial certificated. This is to be sent to the Commissioners ASAP. Chris Egbert will follow up with Bo Morrow on the departmental policy regarding the certification of Corrections Officers.

REVIEW THE CAREER DEVELOPMENT PROPOSAL

The Commissioners reviewed the Career Development Program. It was decided to call each level the following: CD I, CD II, CD III and CD IV. The Commissioners determined the number of years of service, professional achievement and community involvement for each level.

Career Development Levels and Requirements

Career Development I (CD-I)

Certified	Holder of a valid DOC Correction Officer Certification
Years of Service with DOC	Minimum of 2 years with DOC
Higher Education	Total of 3 hours of College, or
Professional Education	Minimum of 20 hours of training above the 40 hour DOC core training requirement
Performance Evaluation Rating	Minimum of successful
Professional Achievement	No requirement
Community Involvement	No requirement

Career Development II (CD-II)

Certified	Holder of a valid DOC Correction Officer Certification
Years of Service with DOC	Minimum of 5 years with DOC
Higher Education	Total of 6 hours of college credit
Evaluation Rating	Minimum of successful
Professional Achievement	1 activity
Community Involvement	1 activity

Career Development III (CD-III)

Certified	Holder of a valid DOC Correction Officer Certification
Years of Service	Minimum of 10 years with DOC
Higher Education	Total of 21 hours of college
Evaluation Rating	Minimum of successful
Professional Achievement	2 activities
Community Involvement	2 activities

Career Development IV (CD-IV)

Certified	Holder of a valid DOC Correction Officer Certification
Years of Service:	Minimum of 15 years with DOC
Higher Education:	Total of 60 hours of college (Associate Degree)
Evaluation Rating:	Minimum of successful
Professional Achievement:	3 activities One of these areas has to be either in E-Squad, C-STAR, F.T.O., or Departmental Instructor. If a CO-I served for 5 or more years on either team or has been an F.T.O. or instructed in an area of expertise for 5 years then this requirement will have been satisfied. The remaining area of departmental involvement, if other than one of the above areas, would have to be a current activity. For example, if the Level IV were a retired E-Squad member with more than 5 years of service then they would need to be active in another department activity such as MCOA Executive Board.
Community Involvement	2 activities

The Commissioners were provided a copy of the pay scale for CO I, CO II, CO III, Captain and Major.

The Commissioners also determined the criteria for formal education and professional training.

Formal Education (College)

College credits used for the Career Development Program must be obtained from an accredited college or university. Non-attendance based, mail order degrees, from non-accredited colleges or universities will not be acceptable.

The Career Development applicant is responsible for providing proof of course work to the Career Development Review Board and this should be done with the application. The Career Development Board may opt not to accept the application, if grades are below a C or if the course is listed as I for Incomplete.

Professional Training

Professional Training is defined as training:

1. Germane to Public Safety
2. Germane to the officer's job description
3. Approved by the DOC Training Academy
4. That meets the requirements for continuing education approved by the Missouri Peace Officers Standards and Training (POST) Program

The training that meets these requirements can be obtained from any source.

Each Commissioner will review the list of community involvement and professional achievement and send any additions to the Planning Section.

Areas or Professional Involvement

- E-Squad
- C-Star
- Dog Handler
- PACT Member
- Personnel Club
- Adjunct Trainer (Firearms, First Aid, Self-Defense, Core, etc)
- Planning Team Member
- Restorative Justice
- Missouri Correction Officer Association Executive Board
- Hostage negotiator
- Certified UA Collectors for staff
- Breath Analysis Collectors for staff

Areas of Community Involvement

There are many options for community service including, but not limited to, such organizations as:

- Boy Scouts/Girl Scouts or 4H
- Big Brothers & Big Sisters

- Civic Clubs such as: Cosmo, Rotary, Lions, Elks, Optimist, Shriners, Altrusa, VFW, American Legion, etc.
- Coaching youth sports
- Caring Communities
- Habitat for Humanity
- MADD
- March of Dimes
- Neighborhood Association Board Member
- P.T.A. Board member
- Torch Run for Special Olympics; if the service is off duty and you assisted or coordinated the event.

The Commissioners were provided with a copy of the current pay scale. This is to be used to determine the percent of increase for each level of the Career Development Program. Their recommendations are to be presented at the next meeting.

The Commissioners were also asked to review the areas of Professional and Community Involvement and determine if anything else need to be added.

The meeting adjourned at 3:00 p.m.

COMMISSION MEMBERS NOT ATTENDING:

Greg White

ACTION ITEMS	RESPONSIBLE	DEADLINE
Develop meeting minutes	Peggy Huddleston	09-28-05
Send copy of the policy to the Commissioners	Chris Egbert	ASAP
Additions to Community Involvement And Professional Achievements list	Commissioners	10-19-05
Determine % of increase	Commissioners	10-19-05

NEXT MEETING:

Date: October 19, 2005

Time: 10:00 A.M. to 3:00 P.M.

Location: DOC Training Academy, Room 1A